

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
DEPARTMENT COORDINATOR

1. **JOB TITLE:** DEPARTMENT COORDINATOR
2. **DEFINITION:** This position requires an individual who possesses excellent secretarial and administrative skills and the person disposition and psychological qualities generally required of people who work with the public. The position occasionally requires deviation from standard procedures and personal judgment to complete a job. The employee will be directly responsible to the Engineering Manager of the Water and Sewer Department. All employees are responsible to the Director and the City Manager. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to post accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. This position requires the use of personal computers, dictation equipment, facsimile machine, photocopier, postage machine, multi-line telephone system, and other standard office equipment and vehicles.
 - b. The primary job location is in the Engineering Annex of the Water and Sewer Department at 220 N.W. Broad Street. All City facilities and vehicles are smoke-free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Prepares correspondence, reports, spread sheets, and technical specifications for the Director, Engineering Manager, and Engineering Section personnel.
 - b. Prepares agenda, maintains minutes, and keeps records of Water and Sewer Board meetings and the Storm Water Advisory Committee meetings.
 - c. Establishes and maintains central files and records for the Water & Sewer Department.
 - d. Works closely with the Engineering Manager and assists with matters that do not require his personal attention.
 - e. Functions as point of contact between the general public, contractors, and developers and the Engineering Department; directs calls and visitors.
 - f. Assists in the administration of letters of credit and bonds for subdivision and site plan developments.
 - g. Creates work orders and assigns work order numbers to projects and distributes to all necessary departments.
 - h. Notifies inspectors that 12-month maintenance period is ending and the need to re-inspect.
 - i. Intermittently stoops, stands, walks, and lifts files for storage on shelves ranging

from floor level to six feet.

5. EXAMPLES OF OTHER WORK TO BE PERFORMED:

- a. Performs other duties and special projects as assigned.
- b. Sorts and delivers interoffice mail.
- c. Runs errands, occasionally involving driving.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must possess a high school diploma or equivalent with preference of course work in typing, personal computers and secretarial skills.
- c. Must have legal authorization to work in the United States.
- d. Must have a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- e. Must have a good reputation for and the ability to maintain confidentiality.
- f. Must have the ability to report for work on time and to perform the duties of the job for the complete workday.
- g. Must have the ability to perform job responsibilities in a timely manner in order to meet deadlines despite interruptions.
- h. Must have a knowledge of modern practices and procedures employed in general business.
- i. Must have the ability to establish and maintain an effective working relationship with co-workers and the public.
- j. Must have the temperament and good judgment to effectively deal with the public, some of whom may be irate and unreasonable.
- k. Must be able to perform a variety of tasks simultaneously or in rapid succession.
- l. Must have the ability to file and maintain files and records of the Department.
- m. Must be capable of intermittent sitting, standing, lifting, stooping and walking.
- n. Must have good knowledge of English, punctuation, spelling and commercial arithmetic.
- o. Must have excellent English communication skills, both written and oral.
- p. Must have the ability to use independent judgment.
- q. Must possess good working knowledge of personal computers, Microsoft Word and Excel.

Non-Exempt
Non-Safety Sensitive
August 15, 2005